

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedures**

**Subject: Hazardous Material Spill Response**

**Revised: 1/23/20**

**Purpose:** To ensure the proper procedure is followed in the event of a Hazardous Material Spill in the field or at the PWSC.

**Responsible Party/ies:** All City of Roanoke Personnel.

**Documentation:**

- Phone call to Supervisor in the event of spill with amount and location
- Phone call or email to Environmental Management-(853-2425 or [envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov))
- Spill Response Incident Form- Completed Copy sent to [envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov)

**Definitions:**

- Hazardous Material or Haz-Mat – Any product, or mixture, that is known to be harmful or hazardous when not contained, OR which includes a hazard communication statement and/or pictogram. Examples include: Fuels of any type, Hydraulic Fluid, Antifreeze, Pesticides, Road Salt or Salt Brine, Paints and other Building Related Products, and more.

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Procedure:** In the event of a haz-mat spill of 1 gallon or more, follow these steps to contain and mitigate spill.

**Spill / Release at PWSC:**

1. Call for help:
  - 911 if large and/or uncontrolled
  - Nearby co-workers if small and/or controllable
2. Deploy spill response materials (granular absorbents, absorbent pads, booms)
3. Stay at spill site until Environmental Management (OEM) arrives or if OEM feels that site is under control and has been properly mitigated.
4. Notify direct Supervisor/Manager of the spill incident.

**Spill while in the field:**

1. *If driving*, activate hazard lights, pull to the shoulder and stop the vehicle;
2. Attempt to stop the source. Turn off all hydraulic, fuel, tank, or other source control valves (as appropriate), plug any holes or tears in tanks, etc...;
3. Deploy spill kit and other containment measures;
  - Contain: Build a curtain around or just downgradient of the spill area
  - Prevent Spread: Dike/block any storm drain inlets, man hole covers, ditches, creeks, using spill kit supplies, , dirt, leaf litter, or other available materials;

4. Contact Supervisor with material spilled, location, size and scope of the spill.
5. Notify the Office of Environmental Management (540-853-2425 or [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov)).
  - *For spills occurring outside normal business hours, call 911.*
6. Remain on scene until help arrives.

Spill Response Supplies are Available at these PWSC locations;

- SWM Ready Line – Truck Box Mounted to Side of Shipping Container
- Shipping Dock - Truck Box Mounted to Side of Building at East end of Dock
- AST outside at Shipping dock- Spill Kit Container
- Vehicle Fueling Islands – Spill Kit Containers
- Underground Fuel Storage Tank Area – Spill Kit Container (SW corner)

Portable Spill Kits are to be Stored on any City Vehicle or Equipment that has a hydraulic activation system, fuel tank capacity of 25 gallons or more, auxiliary fuel tank, and/or carries any form of haz-mat tank, hopper or applicator.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).